

JSA APPLICATION FOR POSTED JOB VACANCY

All Jefferson Science Associates, LLC staff (employees) who have completed their probationary period are eligible to apply for open positions. This probationary completion requirement may be waived with the approval of the HR&S Director and the employee's respective Associate Director.

To apply, complete the following information and submit this form to Human Resources prior to the closing date for the position.

TO BE COMPLETED BY EMPLOYEE:

Employee Name _____ Date _____ Ext. _____

Division _____ Present Position (Title) _____

Current Job Status (i.e. Regular, Term, Student, Casual, or Temporary) _____

Posted Position Title _____ Position # _____

Employee Signature

Supervisor Signature

TO BE COMPLETED BY HUMAN RESOURCES:

Applicant is eligible ____ not eligible ____ Verified by: _____

APPROVAL TO WAIVE PROBATIONARY COMPLETION REQUIREMENT:

Associate Director Signature _____ Date _____

HR&S Director Signature _____ Date _____

TO BE COMPLETED BY INTERVIEWER:

Employee's resume/application reviewed by: _____ Date _____

☐ Employee does not have the qualifications and/or experience necessary for this position.
Specifically:

1.

2.

3.

☐ Please set up an interview. Interviewer: _____

TO BE COMPLETED BY HUMAN RESOURCES

Position filled by: _____

Employee notified of selection outcome: Signed _____ Date _____

Additional Comments: _____

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